



Water Withdrawal Online Reporting Guidance

Registration and Reporting Help: (608) 266-2299

DnrWaterUseRegistration@wisconsin.gov

dnr.wi.gov keyword search: water use

Three Steps to Report Your Water Use Online

1. Create and Activate a Wisconsin Access Management System (WAMS) ID
2. Connect your water withdrawal information to your WAMS ID
3. Report Your Withdrawals

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID

Account security and identity validation for online reporting is handled by the Wisconsin Department of Administration. They administer the Wisconsin Access Management System (WAMS) so that users can create one ID and password that works for multiple tasks across different State of Wisconsin agencies. If you already have a WAMS ID, you can skip this step.

To begin, go to the WAMS self-registration page located here: <https://on.wisconsin.gov/WAMS/SelfRegController>.

trends and to facilitate sound decisions regarding system design and future application deployments. However, the State will not sell the information managed in your user profile, in either a specific or a generalized format.

Access and Correction of Personal Information

Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.

Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you; it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to [Help Wisconsin Support](#)

 State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

OVERVIEW

The self-registration process consists of two parts:

Important: We highly recommend that you complete Parts One and Two at the same time. You **must** complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

Once you are at the WAMS site, review the terms of use and other information on the introduction page. Scroll down and click "Accept" to begin creating your WAMS ID.

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID (cont'd)


On the WAMS self-registration page, you are required to enter your name, email and phone number. Home address information is optional.

Choose a unique user ID you will easily remember.

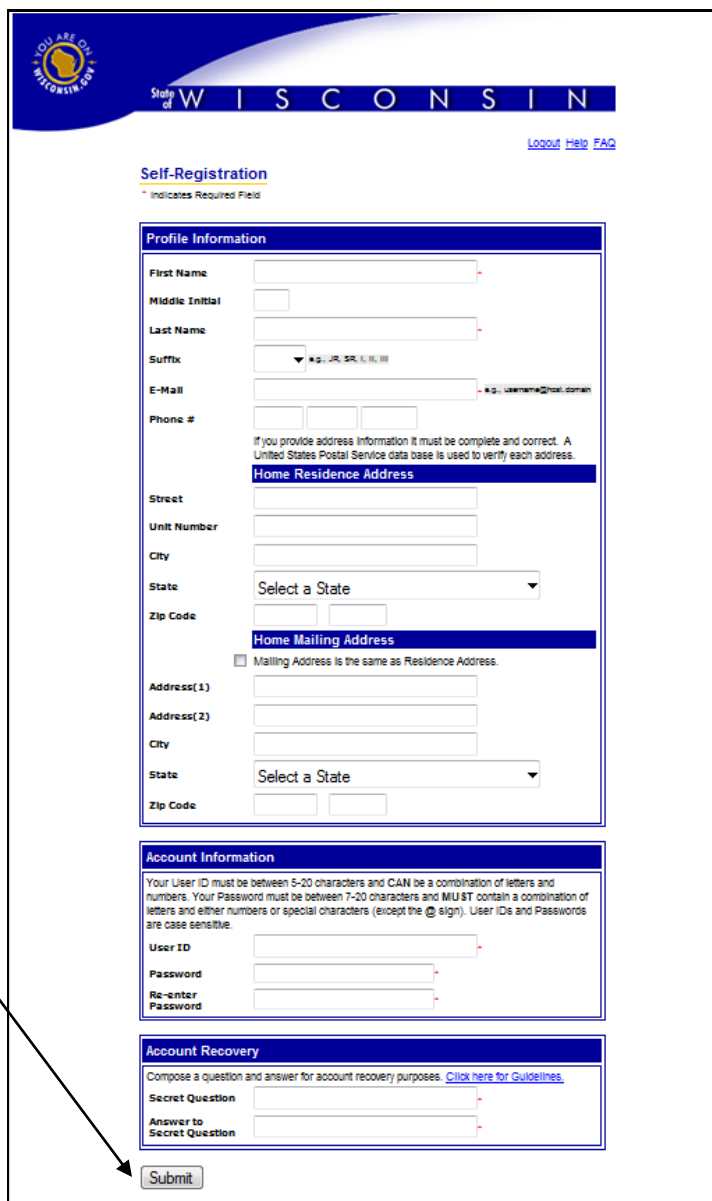
Choose a password that is at least 7 characters long and contains at least one letter and one number.

Choose a question that only you know the answer to. This is used to verify your identity in case you forget your password.

Once complete, click "Submit". You will be asked to verify your email address. If it is correct, click OK. (if you make any errors on the registration form, you will be prompted to correct them at this point.)



The screenshot shows the 'Self-Registration' confirmation page. At the top is the Wisconsin state logo and the text 'State of WISCONSIN'. Below this is a 'Logout Help FAQ' link. The main heading is 'Self-Registration'. The body text reads: 'Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights. Please remember to delete the "State of Wisconsin Self-Registration" e-mail message. For your protection, you should close your browser window at the end of each session. Clicking on the link below will take you to Profile Management to review your account.' There is a 'Profile Management' link. At the bottom, it says 'For assistance send an e-mail to help@wisconsin.gov'.



The screenshot shows the 'Self-Registration' form. At the top is the Wisconsin state logo and the text 'State of WISCONSIN'. Below this is a 'Logout Help FAQ' link. The main heading is 'Self-Registration'. A red asterisk indicates required fields. The form is divided into three sections: 'Profile Information', 'Home Residence Address', and 'Home Mailing Address'. The 'Profile Information' section includes fields for First Name, Middle Initial, Last Name, Suffix (with a dropdown menu), E-Mail (with a dropdown menu), and Phone #. The 'Home Residence Address' section includes fields for Street, Unit Number, City, State (dropdown), and Zip Code. The 'Home Mailing Address' section includes a checkbox for 'Mailing Address is the same as Residence Address', and fields for Address(1), Address(2), City, State (dropdown), and Zip Code. Below these sections is the 'Account Information' section, which includes fields for User ID, Password, and Re-enter Password. The 'Account Recovery' section includes a 'Secret Question' and an 'Answer to Secret Question'. A 'Submit' button is at the bottom.

After you have submitted your registration, you will receive an email at the address you provided. This message will contain an internet link to activate your account. Click this link and enter the user name and password you provided while registering. After logging you will see a screen congratulating you that you successfully created and activated your account.

You may now leave the WAMS page and return to dnr.wi.gov keyword search: [water withdrawal report](#).

Step 2 - Connect your water withdrawal information to your WAMS ID


Now that you have a WAMS ID, the next step is to connect your WDNR Water Use records to your WAMS profile. This is a one-time step that points your WAMS ID to the correct file in DNR records. It only needs to be done the first time you log on. If you have already connected your account you will be taken directly to the reporting property page.

To begin, go to dnr.wi.gov keyword search: [water withdrawal report](#). Click on “Log In”.

After logging in with your WAMS ID and password, you will be directed to a welcome page for water use reporting. Click “Continue” On this page you will be asked if you know your owner or operator number. This number is located on the postcard notifications and letters regarding reporting that the DNR has sent you. If you do not know this number, please contact water use program staff. If you know your owner/operator number click “Yes”. On the next page you will be prompted to enter this number here:

Step 2 - Connect your water withdrawal information to your WAMS ID (Cont'd)

After entering your owner/operator number, you will be asked to verify your information. If it is incorrect, click "Retry" or call water use staff for help. If it is correct, click "Connect" and you will be routed to your reporting page.



Connect to Your Account

Connect to Your Account

Company Name

Last Name *

SMAIL

First Name *

ROBERT

Street Address *

PO 7921

Address 2 (Suite, Floor, etc.)

City *

MADISON

State *

WI

Zip Code *

53707

Telephone

Extension

Email *

robert.smail@wiscons:


If this is you, verify that the information is correct and click Connect.

If this is not you, click Retry or Logout

Connect

Retry

Logout



dnr.wi.gov

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Step 3 - Report your withdrawals

Once you have connected your WAMS ID with your owner/operator number, you will be routed to the reporting landing page. This page lists all of the properties you own or for which you are listed as the operator for at least one source. This page also indicates whether or not reports have been completed for all sources on the property.

To report on a source click "report" for that property.

Wisconsin Department of Natural Resources

Main Menu

To view the Water Use Information for a property, click on "View". Contact us DNRWaterUseRegistration@wisconsin.gov or (608) 266-2299 if you need to update or change any of the information. You may print a summary of your water use information by clicking on the "Print" button under "Water Use Information".

Please report your 2011 withdrawals for each of the sources on each property by selecting the "Report" button. After you have submitted the reports, you may print a copy of your 2011 reporting by selecting the "Print" button under "2011 Water Use Reporting" .

Water Use Properties that you own or operate

Property Name	Property Number	Owner	Operator	2011 Water Use Reporting	Status	Water Use Information
Former John Rasmussen Property			Multiple Operators	Report Print	Report not Submitted	View Print

**To change the ownership of a property, please complete this change of ownership form . [Print a Change of Ownership Form.](#)

After invoices have been issued in the spring, you may return to this webpage to pay your fee online.

[Logout](#)

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On this page, you may also view or print the details WDNR has recorded for each property and the sources located on it.

If a property you own or operate is not listed or if we have an incorrect operator for a property, please contact water use program staff for assistance.

Step 3 - Report your withdrawals (Cont'd)

On the property reporting menu page, you will see all sources listed for that property. If the source already has a report, the "Data Entered" checkbox will be filled.

To report on a source click "Edit" for that source.

Reporting Menu - Property # 11923, Former John Rasmussen Property

WaterUse Reports have not been submitted for this property .

Name	Source Number	Hicap well number	Unique well number	Type of Source	DATA ENTERED ?	Action
	1053	405		Well or flowing well	<input type="checkbox"/>	Edit
	1054	406		Well or flowing well	<input type="checkbox"/>	Edit

To complete and submit your report(s), please certify the submittal.
REQUIRED !

☐ I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this water use report. I certify that the information contained in this form and attachments is accurate and complete.

Submit

Please add or verify email addresses for the property contacts below.
Use the TAB button or your mouse to move to the next data field. Do not use the ENTER button.

Name	Company Name	Email
ROBERT, SMAIL		robert.smail@wisconsin.gov
WENDY, PACETTI		

Return to Main Menu

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On this page, you may also view or print the details WDNR has recorded for each property and the sources located on it.

Step 3 - Report your withdrawals (Cont'd)

On the source reporting page, you will see a number of questions related to your use of that source.

First, you will be asked if you withdrew water from that source. If you select no, choose a reason at the bottom of the screen and write in any comments if necessary. If you select yes, you will be asked if you withdrew 1 million gallons per day or more for 30 consecutive days. Select yes or no.

The third and fourth questions ask how you used the water and how you measured your withdrawal. Click "Select a Code" for each question and pick the use that best reflects how you used the water and measured your withdrawals in 2012.

Wisconsin Department of Natural Resources

Water Source Reporting - Source # 1053,

Fields marked with an * are required.

Use the TAB button or your mouse to move to the next data field. Do not use the ENTER button.

- Well -

Did you withdraw water from this source this year? * ☐ Yes ☐ No

Did you withdraw 1,000,000 gallons per day or more for any 30 consecutive days? * ☐ Yes ☐ No

How did you use the water from this source? * [Select a code](#)

What method did you use to measure the withdrawal from the source? * [Select a code](#)

Water Use by Month

Month	Withdrawal (gallons per month)
JANUARY	<input type="text"/>
FEBRUARY	<input type="text"/>
MARCH	<input type="text"/>
APRIL	<input type="text"/>
MAY	<input type="text"/>
JUNE	<input type="text"/>
JULY	<input type="text"/>
AUGUST	<input type="text"/>
SEPTEMBER	<input type="text"/>
OCTOBER	<input type="text"/>
NOVEMBER	<input type="text"/>
DECEMBER	<input type="text"/>

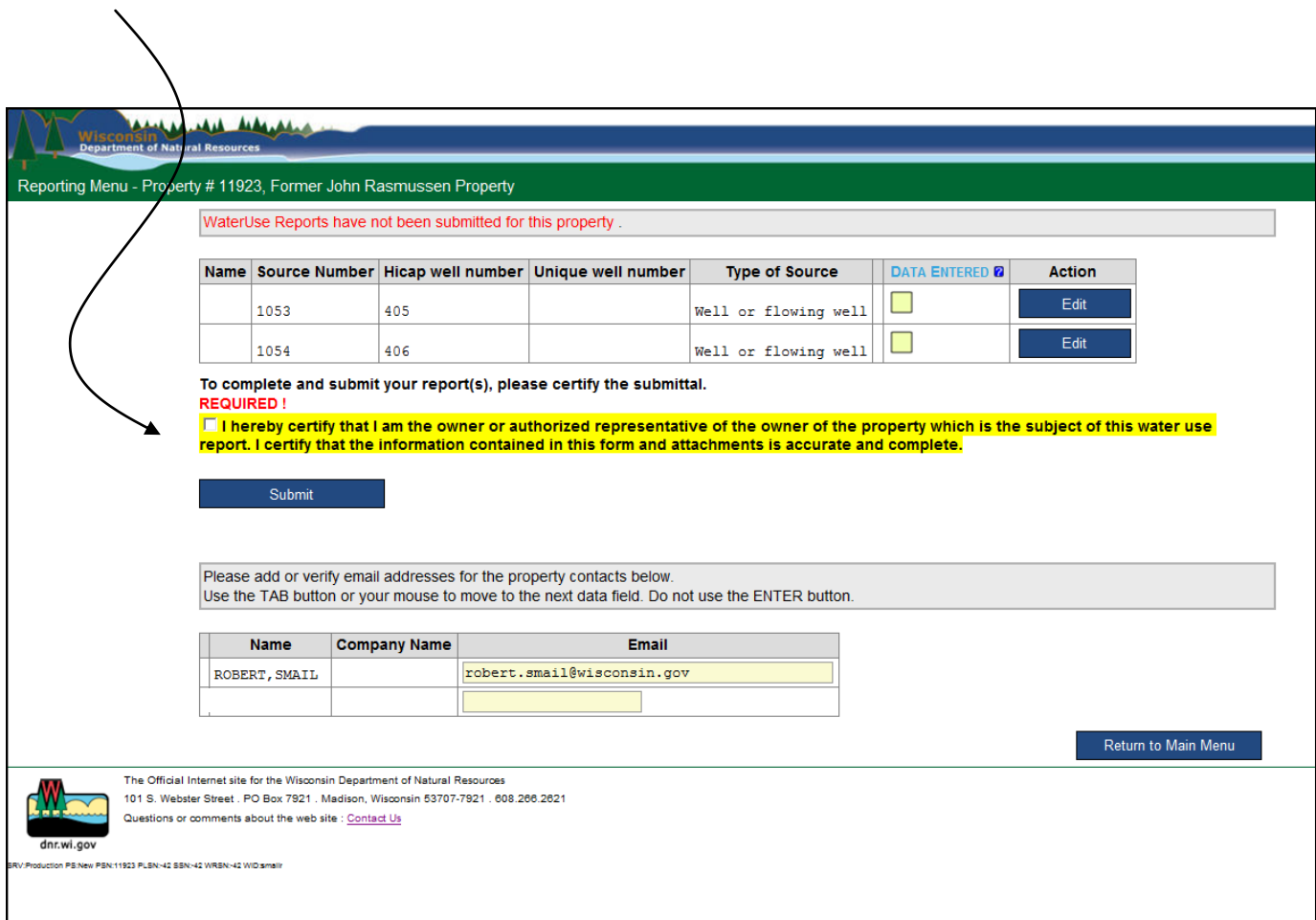
Is there anything you would like us to know about your water use reporting?

For each month that you made a withdrawal enter the total gallons of water withdrawn during the month. If you would like to provide any additional details regarding your withdrawal from this source, use the space provided.

When you are finished with your report. Click "Save".

Step 3 - Report your withdrawals (Cont'd)

After all of your withdrawals have been reported, click the checkbox to certify your report . Then click submit.



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Reporting Menu - Property # 11923, Former John Rasmussen Property

WaterUse Reports have not been submitted for this property .

Name	Source Number	Hicap well number	Unique well number	Type of Source	DATA ENTERED ?	Action
	1053	405		Well or flowing well	<input type="checkbox"/>	Edit
	1054	406		Well or flowing well	<input type="checkbox"/>	Edit

To complete and submit your report(s), please certify the submittal.
REQUIRED !

☐ I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this water use report. I certify that the information contained in this form and attachments is accurate and complete.


[Submit](#)

Please add or verify email addresses for the property contacts below.
Use the TAB button or your mouse to move to the next data field. Do not use the ENTER button.

Name	Company Name	Email
ROBERT, SMAIL		robert.smail@wisconsin.gov

[Return to Main Menu](#)

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 dnr.wi.gov

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After submitting reports for all sources on all properties, your reporting is complete.

If you have and questions concerns or comments regarding water withdrawal reporting or the online reporting tool, please contact water use program staff at 608-266-2299.